

- Texas concealed handgun license – unexpired or expired less than 60 days;
- United States military identification card containing the person's photograph;
- United States passport – unexpired or expired less than 60 days;

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Persons Not Eligible

- ❑ United States citizenship certificate containing the person's photograph; or
- ❑ Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).



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- United States citizenship certificate containing the person's photograph; or
- Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).

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Persons Who Are Eligible

- ❑ The department shall issue an election certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:
 - ❑ a registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

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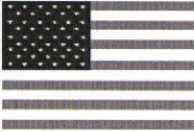
Persons Who Are Eligible

- The department shall issue an election certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:
 - A registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

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Persons Who Are Eligible

- ❑ a United States citizen;
- ❑ a resident of Texas;
- ❑ age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)



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- A United States citizen;
- A resident of Texas; who is age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)

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How to Apply for Election Certificate

- ❑ Visit a Texas driver license office;
- ❑ Bring documents to verify U.S. citizenship;
- ❑ Bring documents that meet the department's identification policy; and
- ❑ Request and complete an application for the election certificate.

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How to Apply for Election Certificate

To apply for the Texas Election Certificate the person must:

- Visit a Texas driver license office;
- Bring documents to verify U.S. citizenship;
- Bring documents that meet the department's identification policy; and
- Request and complete an application for the Texas Election Certificate.

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[illegible]

Election Certificate Application Form

The person applying for the Texas Election Certificate will complete and sign front page of form DL-14C. The back of the application includes eligibility requirements for obtaining the Election Certificate.

Doc 667-9, Dec 2009

APPLICATION FOR TEXAS ELECTION CERTIFICATE

FOR ELECTION PURPOSES ONLY; CANNOT BE USED AS AN IDENTIFICATION CARD

FOR DEPARTMENT USE ONLY
 ASSIGNED # _____

NOTICE: All information on this application must be completed in INK.

APPLICANT INFORMATION		CONTACT INFORMATION	
LAST NAME: _____		HOME PHONE: _____	
FIRST NAME: _____		OTHER PHONE: _____	
MIDDLE NAME: _____		EMAIL: _____	
SUFFIX: _____			
MAIDEN NAME: _____		ADDRESS INFORMATION	
		RESIDENCE ADDRESS: _____	
DATE OF BIRTH (mm/dd/yyyy): ____-____-____		CITY: _____ STATE: _____	
SEX: (Circle One) Male Female		ZIP CODE: _____ COUNTY: _____	
EYE COLOR: _____ HAIR COLOR: _____		MAILING ADDRESS: _____	
RACE: _____		STATE: _____	
HEIGHT: ft. ____ in. ____		CITY: _____ STATE: _____	
WEIGHT: lbs. ____		CITY: _____ STATE: _____	
UNITED STATES CITIZEN: (yes no)		CITY: _____ STATE: _____	
If you are not a US citizen, you are not eligible for an Election Certificate.			
PLACE OF BIRTH: CITY: _____ COUNTY: _____ STATE: _____ COUNTRY: _____			
FATHER'S LAST NAME: _____		MOTHER'S MAIDEN NAME: _____	

SAMPLE

INFORMATION REQUIRED FROM ALL APPLICANTS

YES	NO	QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	1. Do you present a valid Texas Election Certificate?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you have a valid Texas Driver License or Instruction Permit (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you have a valid Texas Identification Card (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you have a valid Texas Concealed Handgun License (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	5. Do you have a US Passport (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	6. Do you have a US Citizenship Certificate that contains your photograph?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you have a US Military Identification Card that contains your photograph (unexpired, or expired for no more than 60 days)?

If answering "yes" to questions 3 through 7, you are not eligible to receive a Texas Election Certificate.

CERTIFICATION

I do solemnly swear, affirm, or certify that I am the person named herein and that the statements on this application are true and correct.

X _____ Date: _____

VERIFICATION

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public in and for the State of Texas or Authorized Officer

FOR DEPARTMENT USE ONLY

Document Presented: _____	Document Number: _____	Issuing Agency: _____
Document Presented: _____	Document Number: _____	Issuing Agency: _____
Document Presented: _____	Document Number: _____	Issuing Agency: _____

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Steps for Issuing an Original Election Certificate

- Search for applicant on DLS **Search Applicant** screen. (Figure 1)

Search for applicant on DLS **Search Applicant** screen. Search the records by entering the name and date of birth of the applicant. (Figure 1) If record is found determine if applicant has a driver license or identification card which may be used as photo identification for election purposes. If no record is found, select the Election Certificate tab located in the blue bar in DLS.

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Steps for Issuing an Original Election Certificate

- ☐ Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant. (Figure 2)

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Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant and select the *Search Election Certificate* button located at the bottom of the screen. (Figure 2)

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Steps for Issuing an Original Election Certificate

- If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate.



Election Certificate Search Results

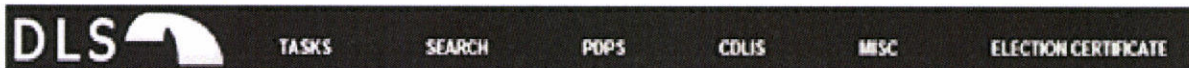
Fig. 2a

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295548

New Election Certificate
[Issue Election Certificate](#)

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If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate. Ask for proper identification and select the **GO** button to view the record and reissue the election certificate. (Fig. 2A) (A demo on reissuance procedures is later in this document.)



Election Certificate Search Results

Fig. 2a

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295548

New Election Certificate
[Issue Election Certificate](#)

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Steps for Issuing an Original Election Certificate

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- If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button.

DLS TASKS SEARCH POPS COLIS MSC ELECTION CERTIFICATE

Election Certificate Search Results

Fig. 2b

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

[New Election Certificate](#)
[Issue Election Certificate](#)

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If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button located at the bottom of the screen to initiate the process of issuing an original election certificate. (Figure. 2b)

DLS TASKS SEARCH POPS COLIS MSC ELECTION CERTIFICATE

Election Certificate Search Results

Fig. 2b

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

[New Election Certificate](#)
[Issue Election Certificate](#)

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Steps for Issuing an Original Election Certificate

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TASKS SEARCH POPS CDLS MISC ELECTION CERTIFICATE

☐ Type in the required information on the **Applicant Information** screen.

Applicant Information Fig. 3a

Name

Last Name :

First Name:

Middle Name:

Suffix:

No First Name: ☐

Personal Info

DOB :

SSN:

Physical Address

Address 1 :

Address 2:

City :

County :

State:

Zip :

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Type in the required information on the **Applicant Information** screen.

- The fields which include a red asterisk (*) must be filled, i.e. name, DOB, physical address. (Figure 3a)

DLS
TASKS SEARCH POPS CDLS MISC ELECTION CERTIFICATE

Applicant Information Fig. 3a

Name

Last Name :

First Name:

Middle Name:

Suffix:

No First Name: ☐

Personal Info

DOB :

SSN:

Physical Address

Address 1 :

Address 2:

City :

County :

State:

Zip :

UNITED STATES

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Steps for Issuing an Original Election Certificate

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- Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)

Mailing Address: ☐ (same as physical) Fig. 3b

Address 1:
 Address 2:
 City:
 State:
 Zip:
 Country:

Physical Description Information

Sex:
 Eye Color:
 Hair Color:
 Race:
 Height:
 Weight:

Other Information

U.S. Citizen: ←
 Voter Registration:

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- Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)

Mailing Address: ☐ (Same as physical) Fig. 3b

Address 1:
 Address 2:
 City:
 State:
 Zip:
 Country:

Physical Description Information

Sex:
 Eye Color:
 Hair Color:
 Race:
 Height:
 Weight:

Other Information

U.S. Citizen: ←
 Voter Registration:

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Steps for Issuing an Original Election Certificate

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- If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

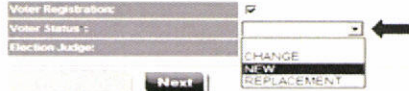


Fig. 3c

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•If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

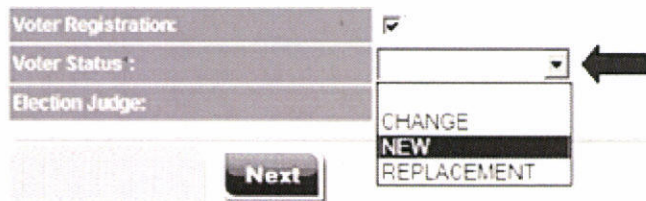


Fig. 3c

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Steps for Issuing an Original Election Certificate

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- **Signature, Thumbprints, Photograph refresh.** Select the *Refresh* button to proceed to the **Scan Documents** screen. (Figure 4)


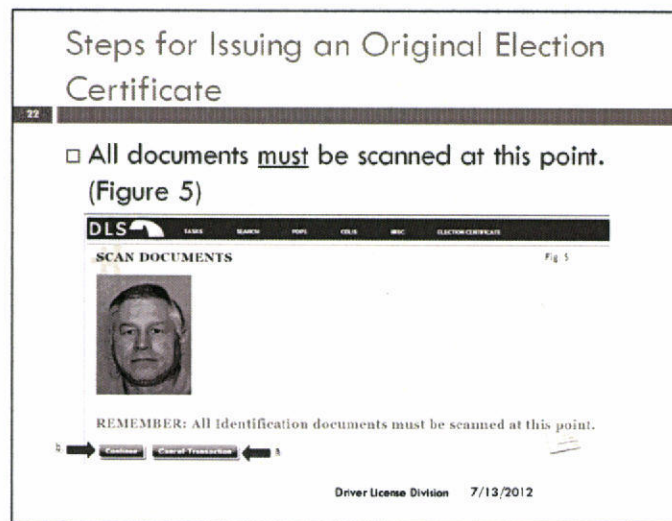


Fig. 4

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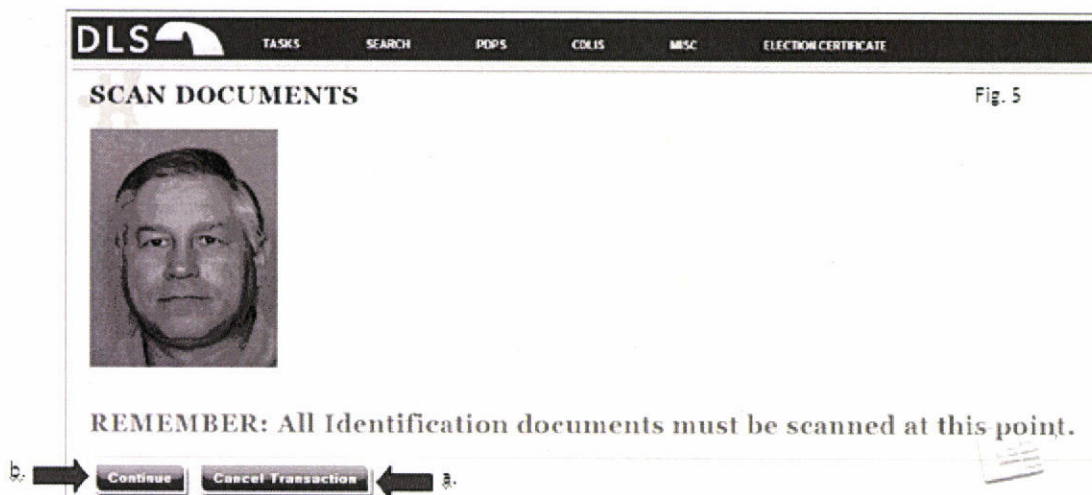
In the Digimarc program capture the applicant's signature, thumbprints and portrait. (Not shown) Complete the image capture and proceed to the next page; **Signature, Thumbprints, Photograph** refresh. Select the Refresh *button* to proceed to the **Scan Documents** screen. (Figure 4)

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The **Scan Documents** screen is the only location during the process where the documents presented, i.e. election certificate application, proof of identity and U.S. citizenship documents can be scanned into the system. However, all documents must be scanned at this point. (Figure 5)

- If the transaction needs to be cancelled, select the *Cancel Transaction* button (a).
- Select the *Continue* button (b) to proceed with the transaction.

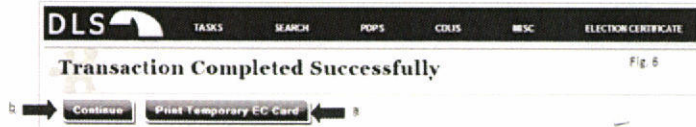


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Steps for Issuing an Original Election Certificate

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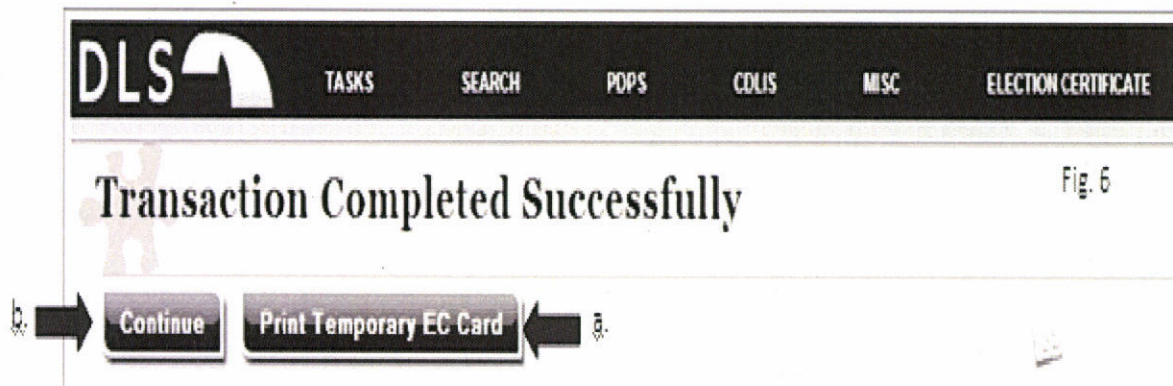
- **Transaction Completed Successfully**
 - Print Temporary EC Card
 - Select Continue



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On the Transaction Completed Successfully

- Select the *Print Temporary EC Card* (a) to cue the printer to print a temporary election certificate card.
- Select the *Continue* button (a) after the temporary election certificate has been successfully printed.



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Steps for Issuing an Original Election Certificate

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□ Temporary Election Certificate

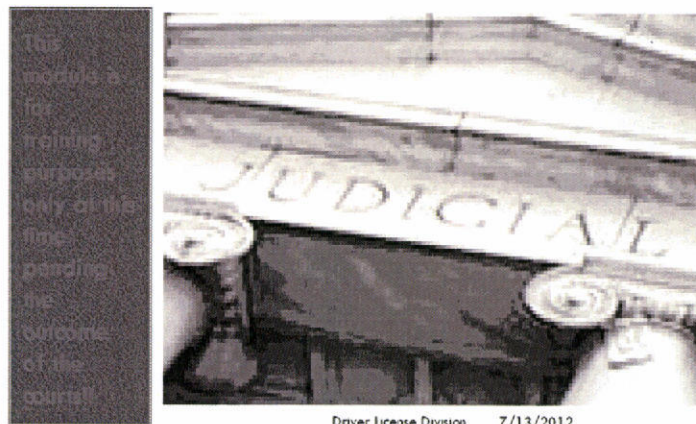
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Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct. Applicant and employee will sign the temporary election certificate. Inform the applicant the temporary election certificate can be used as photo identification for voting purposes until they receive the card in the mail.

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PENDING LEGISLATION

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The Texas Voter ID law is currently under judicial review and we cannot issue Election Certificates until the court decision is rendered. No Election Certificates shall be issued until you receive official notification.

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Resources

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- ☐ Texas Administrative Code, Title 37 Part 1
- ☐ Texas Transportation Code, Chapter 521A

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